

PROPANE TELEPHONE REPORT
FORM EIA-807

This report is mandatory under Public Law 93-275. You are not required to respond to any Federally sponsored collection of information unless it displays a valid OMB number. For the provisions concerning the confidentiality of information and sanctions, see Sections VI and VII of the instructions.

PART A: RESPONDENT IDENTIFICATION

Reporting Company Name

Refinery or Fractionator Name(s)
(if applicable)

Report Period: Month

Day

Year

EIA ID Number

PART B: PROPANE/PROPYLENE ACTIVITY (Report all quantities in thousand barrels)
(Product Code 231)

Supply Type	PADD I			PADD II	PADD III
	New England SUB-PAD IX	Central Atlantic SUB-PADD IY	Lower Atlantic SUB-PADD IZ		
Beginning Stocks*					
Ending Stocks					
Production					
Imports					

* For initial report only.

PART C: COMMENTS (Identify any unusual aspects of current or project operations)

PART D: CONTACT INFORMATION (person most knowledgeable about the reported data)

Contact Name:

(Check box if new contact person)

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Title:

Phone Number: () -

Fax Number: () -

E-Mail Address:

Signature:

Date:

**PROPANE TELEPHONE SURVEY
FORM EIA-807
INSTRUCTIONS**

**For help in completing this form, please contact the
Form EIA-807 Project Manager at (202) 586-1795.**

I. PURPOSE

The Energy Information Administration (EIA) Form EIA-807, "Propane Telephone Survey," is used to collect data on production, stocks, and imports of propane pursuant to Section 13(b) of the Federal Energy Administration (FEA) Act of 1974, Public Law 93-275.

The data collected is used to monitor the supply of propane during the heating season and to report to the Congress and others on supplies when requested.

II. WHO MUST SUBMIT

The Form EIA-807 must be completed by (1) operators of operating and idle petroleum refineries and blending plants; (2) operators of bulk terminals; (3) product pipeline companies; (4) importers of record; and (5) operators of natural gas processing plants and fractionators selected by the EIA located in or importing propane into PAD Districts I, II, or III.

During the non-heating season (April through September), companies selected to file Form EIA-807 are required to report on a monthly basis. The only data item to be completed is ending stocks. **During the heating season (October through March), survey respondents are required to file Form EIA-807 on a weekly basis.** During this period, additional information on production and imports of propane will be requested. Survey respondents will be notified via telephone and follow-up letter of their selection to file the Form EIA-807. When reporting data for refineries and fractionators, submit one form for each site.

III. WHEN TO SUBMIT

Data will be collected by telephone or facsimile. For monthly data collections, stock data is due no later than 5 p.m. on the third working day following the end of the report month (e.g., the survey covering April 2000 report period must be received by May 2, 2000). For weekly data collections, telephone calls to respondents will start on the Monday following the end of the report period (e.g., the report covering the week ending January 7, 2000 must be available by 5 p.m. January 10, 2000). No written confirmation of your data submission is required.

IV. WHERE TO SUBMIT

Survey forms can be submitted by either facsimile or telephone.

Fax completed forms to: **(202) 586-6323 or 1076**

Telephone completed forms to: **1-(800) 424-9308**

V. FORM COMPLETION PROCEDURES

**PART A: RESPONDENT IDENTIFICATION/
REPORT PERIOD**

Respondent Identification

Report the name of the reporting company.

Refinery/Fractionator Name

Report the name of the refinery and /or fractionator for which this report is filed.

Report Period

For monthly collections, report stock data as of the last day of each month.

For weekly collections, the weekly report period begins at 7:01 a.m. on Friday and ends at 7:00 a.m. on the following Friday.

Indicate month, day, and year (e.g., January 7, 2000 is: Month 01 Day 07 Year 00).

EIA Identification (ID) Number

Report the 10-digit EIA ID Number. If you do not have a number, submit your report leaving this field blank. EIA will advise you of the number.

PART B: PROPANE/PROPYLENE (CODE 231) ACTIVITY

Report propane (including propylene) activity for the requested report period. Report the propane component of all mixes of natural gas plant liquids (including unfractionated streams) and the propane/propylene component of liquefied refinery gas mixes as determined by chemical analysis.

Report all quantities to the nearest whole number in **thousand barrels** (42 U.S. gallons/barrel). Quantities ending in 499 or less are rounded down, and quantities ending in 500 or more are rounded up (e.g., 106,499 barrels are reported as 106 and 106,500 barrels are reported as 107).

Report data only for those PAD Districts which are applicable to your operation. If the quantity for a category for which you usually report data is zero, please enter "0". Shaded cells on the form are those in which data are not currently required to be reported.

Use Table 1 to determine the PAD District classification of each State.

Table 1. State Classification

PAD DISTRICT I					
New England SUB-PADD 1X		Central Atlantic SUB-PADD 1Y		Lower Atlantic SUB-PADD 1X	
Connecticut	009	Delaware	010	Florida	012
Maine	023	Dist. Columbia	011	Georgia	013
Massachusetts	025	Maryland	024	North Carolina	037
New Hampshire	033	New Jersey	034	South Carolina	045
Rhode Island	044	New York	036	Virginia	051
Vermont	050	Pennsylvania	042	West Virginia	054

PAD DISTRICT II			
Illinois	017	Nebraska	031
Indiana	018	North Dakota	038
Iowa	019	Ohio	039
Kansas	020	Oklahoma	040
Kentucky	021	South Dakota	046
Michigan	026	Tennessee	047
Minnesota	027	Wisconsin	055
Missouri	029		

PAD DISTRICT III		PAD DISTRICT IV		PAD DISTRICT V	
Alabama	001	Colorado	008	Alaska	002
Arkansas	005	Idaho	016	Arizona	004
Louisiana	022	Montana	030	California	006
Mississippi	028	Utah	049	Hawaii	015
New Mexico	035	Wyoming	056	Nevada	032
Texas	048			Oregon	041
				Washington	053

Report all stocks in the **custody** of your company regardless of ownership. Reported stock quantities should represent actual measured inventories where an actual physical measurement is possible. Include the volume of propane in

unfractionated streams (mixed streams) as determined by chemical analysis.

Report data corrected to 60 degrees Fahrenheit (°F) less basic sediment and water (BS&W).

When reporting **bulk terminal stocks**, report all domestic and foreign stocks held at bulk terminals and in transit thereto, except those in transit by pipeline. Propane in transit by pipeline is reported by pipeline operators. Include foreign stocks only after entry through Customs. Exclude stocks of foreign origin held in bond.

When reporting **pipeline stocks**, report all domestic and foreign stocks held in pipelines and working tanks and in transit thereto, except those in transit by pipelines which you do not operate. Include foreign stocks only after entry through Customs. Exclude stocks of foreign origin held in bond.

When reporting **imports**, report all imports of propane that occurred during the report period only after entry through Customs.

Imports that enter bonded storage should be reported only when they are withdrawn from storage with duty paid for domestic consumption or withdrawn free of duty for use as fuel for vessels and aircraft engaged in international trade.

For purposes of this report, "after entry through Customs" is said to occur on

- the "entry date;" or
- the "date of withdrawal;" or
- the "date of withdrawal conditionally free of duty" specified on U.S. Customs Form CF 7501, "Entry Summary;" or
- the "import date" specified on the U.S. Customs Form 214, "Application for Foreign Trade Zone Admission and/or Status Designation;" or
- the "date of exportation" specific on the U.S. Department of Commerce Form 7525-V, "Shipper's Export Declaration," for shipments from Puerto Rico to the 50 States and the District of Columbia.

For refineries, report quantities that represent **net production** (i.e., refinery production minus refinery input). **Do not include inputs to be used in the production of finished petrochemicals within the refinery as inputs in calculating net production.** If the quantity for net production is a negative number, enter it as a negative. Do not round it to zero. Indicate negative numbers by showing the number in parentheses, e.g., (30).

For fractionators, enter **gross** quantities of propane which were produced through separation of mixed streams in the fractionator unit.

VI. PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION

The Office of Legal Counsel of the Department of Justice concluded on March 20, 1991, that the Federal Energy Administration Act requires the Energy Information Administration to provide company-specific data to the Department of Justice, or to any other Federal agency when requested for official use, which may include enforcement of Federal law. The information contained on this form may also be made available, upon request, to another component of the Department of Energy (DOE), to any Committee of Congress, the General Accounting Office, or other Congressional agencies authorized by law to receive such information. A court of competent jurisdiction may obtain this information in response to an order.

The information contained on this form will be kept confidential and not disclosed to the public to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, the DOE regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905.

Upon receipt of a request for this information under the FOIA, the DOE shall make a final determination whether the information is exempt from disclosure in accordance with the procedures and criteria provided in the regulations. To assist us in this determination, respondents should demonstrate to the DOE that, for example, their information contains trade secrets or commercial or financial information whose release would be likely to cause substantial harm to their company's competitive position. A letter accompanying the submission that explains (on an element-by-element basis) the reasons why the information would be likely to cause the respondent substantial competitive harm if released to the public would aid in this determination. A new justification does not need to be provided each time information is submitted on the form, if the company has previously submitted a justification for that information and the justification has not changed.

VII. SANCTIONS

The timely submission of Form EIA-807 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,500 for each violation, or a fine of not more than \$5,000 for each willful violation. The government may bring a civil action to prohibit reporting violations which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements.

VIII. FILING FORMS WITH FEDERAL GOVERNMENT AND ESTIMATED REPORTING BURDEN

Respondents are not required to file or reply to any Federal collection of information unless it has a valid OMB control number. Public reporting burden for this collection of information is estimated to average 30 minutes per response for monthly data collection and 1 hour per response for weekly data collection, including the time of reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden to: Energy Information Administration, Statistics and Methods Group, EI-70, 1000 Independence Avenues, S.W., Washington, D.C. 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.